

KENTUCKY CIRCUIT COURT CLERK EXAMINATION  
PRE-REGISTRATION FORM AND INSTRUCTIONS  
**Vacancy Exam for Counties: Boyd, Franklin, Lee, Marshall, Morgan, Webster**

**REGISTRATION:** You MUST be **pre-registered** to take this exam. To pre-register email the pre-registration to [CircuitClerksTest@Kycourts.net](mailto:CircuitClerksTest@Kycourts.net) or clip off the form at the bottom of this page and return it by November 13, 2015:

Exam Supervisor  
Office of Legal Services  
Administrative Office of the Courts  
1001 Vandalay Drive  
Frankfort, KY 40601

All pre-registration forms must be received no later than November 13, 2015. You must **attach a copy of your photo ID to your pre-registration form**.

Upon receipt of your pre-registration form, AOC will e-mail you an admittance slip for the test. You must present your admittance slip AND a photo ID on the morning of the exam to be admitted to the testing facility. Your ID must include a photo and physical description. A driver's license is preferred, a passport is acceptable.

**GENERAL EXAMINATION INFORMATION**

**Date:** December 2, 2015. You may take the exam on this date **ONLY**. The exam will not be rescheduled due to personal conflicts/situations.

**Place:** **Administrative Office of the Courts**  
1001 Vandalay Drive  
Frankfort, KY 40601

**Time:** The exam will begin promptly at 10:00 a.m. Registration will begin promptly at 9:15 a.m. No one will be admitted to the testing facility after 9:45 a.m. You will have four (4) hours to complete the exam. You may take breaks as needed during the exam. You will be responsible for monitoring your time during the exam.

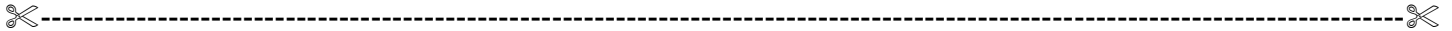
**Format:** The exam will consist of two (2) sections: (1) general knowledge (reading, math and language) and (2) specific knowledge (the Circuit Clerks' Manual; the Clerks' Accounting Manual; and the Court of Justice Personnel Policies). The study materials are available at [courts.ky.gov/clerkexam/pages/default.aspx](http://courts.ky.gov/clerkexam/pages/default.aspx)

**Study materials, calculators, food or beverages will NOT be allowed in the testing room.**

Inquiries regarding the exam may be made to: 502-573-2350 x 50792.

Directions to the AOC can be found at: <https://maps.google.com/maps>

**THE PRE-REGISTRATION FORM MUST BE RECEIVED NO LATER THAN NOVEMBER 13, 2015 OR YOU WILL NOT BE PERMITTED TO TAKE THE EXAM. A COPY OF YOUR PHOTO ID IS REQUIRED WITH THIS FORM.**



PRE-REGISTRATION FORM  
(Please print information clearly)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_